

**Clery Act Committee Meeting**  
**Thursday, February 22, 2024, 9:00 AM**  
**Via Zoom**  
**DRAFT MINUTES**

**Committee Members Present:**

Anissa Agne, Enrollment Services  
Ashley Ballard, Wellness & Recreation Center  
Robyn Blank, Compliance Officer  
Misa Bogomaz, Counseling Center  
Bob Boyle, Housing and Residence Life  
Adam Brown, UPD  
Samantha Brown, Faculty Representative  
Tricia Buchholz, EOI  
Dan Endicott, Environmental Health and Safety  
Jason Edgar, SG Business Office  
Rosemary Ponce Ferguson, Employee & Labor Relations  
Luisa Martinez Joyce, International Center  
Donna Kirk, Athletics  
Jocelyn Posos, Student Conduct  
John Reis, Office of the General Counsel, Vice-Chair

**Absent:**

Frank Mackesy, UPD, Chair  
Anthony Balmaso, SG Attorney General  
Kelly Harrison, CPDT  
Anne Hoover, Academic Affairs  
Valerie Morrison, Student Health Center  
Sheila Spivey, Office of Diversity & Inclusion  
Rachel Winter, Dean of Students

The meeting was called to order at 9:02 a.m. by Committee Vice Chair, John Reis.

**Minutes:** Mr. Reis presented the draft minutes of the August 10, 2023 meeting to the committee and offered the opportunity for comments/questions. Donna Kirk said that as a follow up from the last meeting, she had asked UPD to post the CSA incident report. She can now report that UPD has posted the CSA incident report to their webpage and thanked Chief Mackesy for making this happen. Jocelyn Posos said that she will share the link to the report in case anyone else wants to post it on their site.

Mr. Reis next introduced Tricia Buchholz as the new Director of Equal Opportunity and Inclusion. Ms. Buchholz said she had met many of the people on this committee already, looked forward to meeting the rest and is happy to serve on the committee. Mr. Reis had each of the committee members introduce themselves and then provided a short description of the committee and its work.

**2022 ASR – Documentation due by August 15:** Mr. Reis reminded the committee members that the information for the 2023 ASR is traditionally due to be provided to Adam Brown by no later than August 15. The actual due date will be confirmed at the May meeting. It is not due to be submitted to the DOE until October 1, but we need time to compile the information, review it and format it before filing it with the DOE.

**Status of hiring Clery Coordinator:** Robin Blank took the lead on this topic and said that they are in the final stage of getting posting approval. She believes it is at the VP level, which she thinks is the last approval stop. Ms. Blank advised that in addition to the UNF site, the job will be posted on the NACCOP website. If anyone can think of any other appropriate sites to post it, please let her know. She hopes to have it posted by tomorrow or Monday with a start date of April 1. This individual will be completely dedicated to Clery compliance, prevention, the ASR and will report to her as the Compliance Officer. Mr. Reis commented that the hire date aligns well with the ASR report deadline. This individual could take over, depending on experience or at least see how our process works.

Agenda item 4, update on CSA requirements in performance evaluations, and agenda item 5, status of annual CSA training reminders, were deferred to the May meeting in the absence of Kelly Harrison, who was at the budget workshop.

**Status of Clery Teams site:** Mary Stumph shared that she was successful in the creation of a Teams site for the Clery Act Committee. Members should have received a notification that it was up and ready. Mr. Reis advised that when it's time, he will post the Margolis Healy spreadsheet and last year's ASR to the newly created Teams site. This should be helpful to all the different people who contribute to the ASR.

**Other Business:** Mr. Reis informed the committee that the Clery fines have gone up again. The fines are adjusted annually and are tied to the inflation rate. The fine will now be \$69,733 per violation. This could be a real concern for your area if it is found in violation.

Ms. Stumph reminded Mr. Reis that while there was discussion of the minutes, there was no motion or approval of them. Mr. Reis asked for a motion to approve the minutes. A motion was offered by Donna Kirk and seconded by Misha Bogomaz. The motion was unanimously carried to accept the minutes as written.

Luisa Martinez Joyce said that she just recently had the opportunity to review the travel authorization in WorkDay. She commented about the Clery reporting measures. In Concur, there are requirements for where you stay, the location and address. Reports can be pulled from Concur on Clery locations on the expense side (if not mistaken). She wanted to know if we could do that that in WorkDay? This committee should just be aware of the functionality of WorkDay. Mr. Reis said that it is customizable and can include specific information requests. Ms. Blank said that the Controller's Office is responsible for travel in Concur. Luisa indicated Leanne runs point on that integration. Robyn indicated she would reach out to either Leanne or Valerie.

**Next Meeting:** Thursday, May 23 2024, at 9:00 a.m. via zoom.

**Adjournment:** There being no further business, the meeting was adjourned at 9:20 a.m.